BUDGET ADJUSTMENT FORM INSTRUCTIONS
(Revised May 2015)

The Budget Adjustment Form allows users to enter budget adjustments into the accounting system. The Budget Adjustment Form can be downloaded from the Financial Services web site under Forms.

The template performs both a validation and edit process to detect input errors and will prompt users for correct information. This form is used for adjusting **budgets**. Do not use this template to adjust actuals. There is an electronic form for Journal Entries on the Financial Services web page under Forms.

Populating the Budget Adjustment Form

Budget Adjustment Header

Department: The name of the department originating the journal entry.

Preparer: The name of the person preparing and or submitting the budget adjustment.

Preparer Email: The email address of the person preparing and or submitting the budget adjustment.

Approver Email: The email address of the person who will approve the budget adjustment. If the preparer and the approver are the same person (ie controllers), enter the preparer's email address in this box.

Journal Header Date: Today's date or the last day of the month for which the entry is intended. If you are making a budget adjustment in January for the month of December, the journal header date would be 12/31/20XX. This date will drive the Budget Year.

Journal Source: Identifies the system, organization, or person submitting the entry. This number is assigned by Financial Services. A list of journal source numbers can be found on the Financial Services web page under Accounting –Journal Sources – All. If you do not know your assigned number, please contact your Financial Services accountant. This number will be the same on every budget adjustment submitted.

Scenario: The scenario indicates whether the budget adjustment is for the current year or should permanently adjust the base budget.

Adjustment Type: If the budget adjustment requires a trade or is for a project, select the appropriate value from the dropdown box.

Budget Adjustment Body

Line: This column is automatically populated when the budget adjustment is validated. It will number each journal id and journal line according to the number of separate journals and lines entered. Each line (except for journal header) must contain a line description, operating unit, account, and a positive increase or decrease amount.

Journal Id: Each journal entry entered into the template must have a unique Journal Id. Journal Ids are limited to 10 characters and should begin with your Net Id or initials, followed by any other alpha or numeric characters of your choice. Journal Ids must be unique to each journal header date, but the same Journal Id can be re-used with a different journal header date.

Journal Header Description: Explains the purpose of the budget adjustment and should be entered in column C next to each new Journal Id (there should be no other data input on this row). Journal Header Descriptions are required for each Journal Id and must be between 31 and 254 characters. Explanations should be detailed enough to allow a business officer from another college or division to understand the purpose of the entry without examining the supporting detail.

Line Description: The Line Description field for each journal line is limited to 30 characters and should be entered in column C next to each new operating unit, account, class, and amount. This description will appear in the description column of your monthly Budget and Expense Transaction report. It should be meaningful to the report user. This is a required field and cannot be left blank.

OperUnit: Operating Units are 8 characters in length and cannot contain spaces or dashes. This is a required field and cannot be left blank.

Acct: Account numbers are 4 digits in length and must come from the approved chart of accounts list. (See Financial Services web page under Accounting > Chart of Accounts (Chartfields).

Class: Class codes are 5 characters in length, numeric or alphanumeric. When left blank, the journal validation process will automatically populate the class value with "00000".

Increase & Decrease: Dollar amount of the transaction.
- Do not enter negative debits and credits.
- Debits and credits must be equal within each journal Id.

Reference: Additional 10 character reference field for each journal line. It can be any value meaningful to the user. This reference will appear in the reference column of the monthly Budget and Expense Transaction report. This field can be left blank or populated with 1 to 10 characters - there is no default. Any value entered here may be overwritten by the Budget Office in order to properly track certain transactions.

Date: The journal line date will appear in the date column of the monthly Budget and Expense transaction report. The date may be associated with values entered into the reference field to add addition clarification to the entry. If it is left blank, the journal load process will use the journal header date to populate this field.

Budget Adjustment Operations

Journal entry operations are available in the bottom row of the Budget Adjustment Header. To use these operations "macros" must be enabled. In Excel 2007 and 2010, depending on your macro security settings, the option to enable macros message may be presented after the workbook is opened and appears as a warning message below the command ribbon.
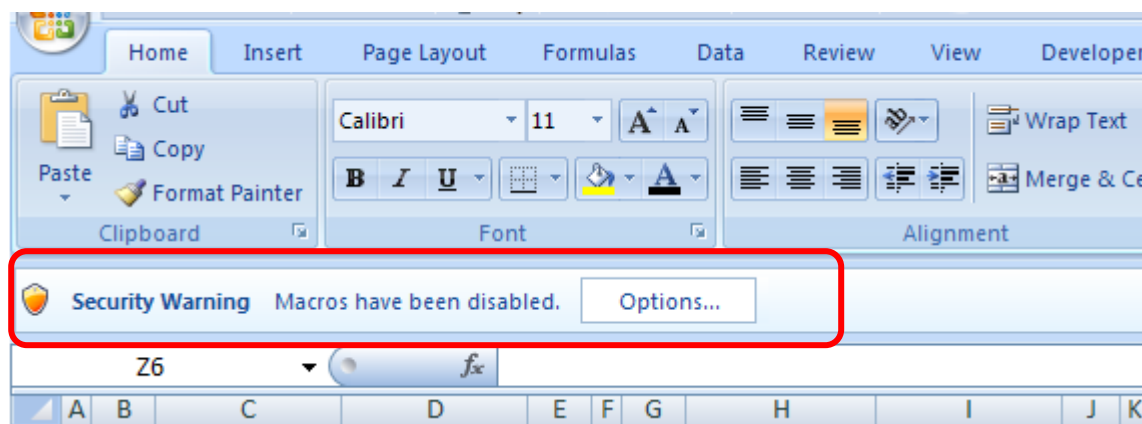
In 2007 Click on "Options" and select "Enable this content."
In 2010 Click on "Enable Content".

Note: For security purposes, we recommend users have their macro security set to "Disable all macros with notification" as is illustrated in the example above. This setting can be changed using the following path in Excel 2007: Office Button (upper left hand corner) > Excel Options > Trust Center > Trust Center Settings > Macro Settings.   Excel 2010 has a similar path: File Button (upper left) > Options > Trust Center > Trust Center Settings > Macro Settings.

Validate Budget Adjustment

When selected, this operation performs the following validation/edit checks on the data input into the budget adjustment template:
1. Journal Source field is populated with a valid source
2. Journal Header Date is populated with a valid date
    a. If the Journal Header Date is not for an open period (month and year), a warning message will appear. The user will be asked to either stop the process (YES) so the date can be resolved, or to continue with the validation (NO) without changing the date. A journal will not load with an invalid date.
3. Department and Preparer, Preparer Email, Approver Email fields are populated

4. Journal Ids:
   a. Can only be populated with alpha numeric characters
   b. May not be duplicated on the same template
   c. Will only be loaded to the accounting system if Operating Unit, Account, and Amount fields are populated and valid
5. Journal Ids and Journal Header Dates are not valid if the same Journal Id and Header Date combination already exists in the accounting system
6. Journal Ids and Header Descriptions must:
   a. Exist on the same row and precede Journal Line Detail
   b. Not be on the same row as Journal Line Detail
   c. Must be followed by Journal Line Detail
7. Journal Header Descriptions must be between 31 and 254 characters
8. Journal Line Descriptions must be populated with a value up to 30 characters
9. Operating Unit, Account, and Class codes must exist and be active as of the entry date
10. Increase and Decrease Amounts:
    a. Must net to zero for each Journal Id
    b. Cannot exist on the same line
    c. Cannot be negative
    d. If increase and decrease amounts exist, the Operating Unit and Account and Class fields must be populated
11. Each individual journal line is evaluated to determine if the person submitting the entry is authorized to post to specific Operating Units or Accounts. It also prohibits certain Operating Unit and Account combinations.

Any user accessing the budget adjustment template can perform the Validate Budget Adjustment option. When selected a series of messages indicate the current status of the validation/edit process. The user may or may not see all of the status messages due to the limited time spent in each phase.

When the Validation process has completed, a pop-up box will appear indicating the validation was successful or errors exist. A description of the errors is provided in the dialog box.
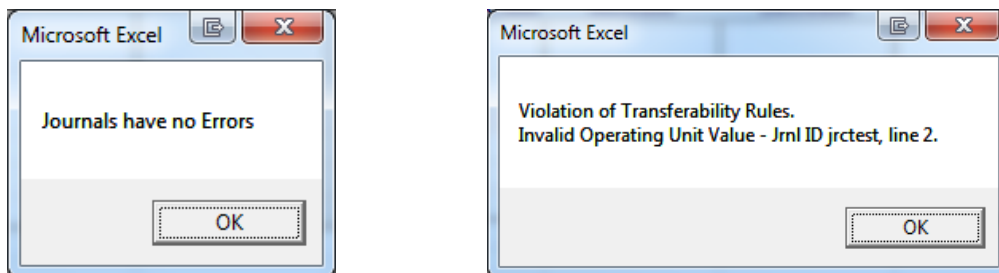
On the worksheet template, cells with errors will be highlighted in red, or marked with a red font, or both.

After correcting all errors, the validation process can be run again. When no errors exist, the journal is ready for uploading.

Submit Adjustment

This option is used the budget adjustment to either the approver or for posting. Prior to submitting, the adjustment will be validated as described above. Any errors must be corrected prior to submitting the budget adjustment. Once the budget adjustment is successfully validated, it will be attached to a pre-populated email. Simply click 'Send' to submit the budget adjustment.

Once the budget adjustment has been processed by the Budget Office, you will receive confirmation that it has been uploaded into PeopleSoft.

Frequently Asked Questions:

Are authorization signatures necessary?

The controller is responsible for all college or department budget adjustment forms. When a budget adjustment is received from a controller's email address, the electronic submission functions as an authorized signature. If your organization feels that signatures are necessary, the form may be printed out, signed, and then kept on file at the department/college office. No signed copies will be on file at the Budget Office.

What options are there if the controller is sick or on vacation?

If the controller is the only individual responsible for every budget transaction, the action will have to wait until the controller returns. If you wish to have another person or persons authorized to submit budget adjustments (either temporarily or permanently), inform the Budget Office that you want them to accept email authorization from an additional source.